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	Production Procedures Safety	Effective Date: April 4, 2020
	VI - 447	Reviewed by: Dave Whitcomb
	Title: Contamination Control	Approved by: Gina Facca

Purpose

This policy is to provide direction to all personnel on Vigor premises on maintaining business focus while controlling the potential of an illness outbreak to move through the Vigor business units. This is a part of the business continuity plan which will allow Vigor to continue to provide services to our customers while providing protection to our employees and their families.

These requirements apply to all personnel entering Vigor Controlled Facilities or Locations

Discussion

Vigor continues to track the information shared by the health organizations as they study the spread and effects of the novel coronavirus across the United States and the world. Based on studies, it has been found that people can transmit the virus to others before they show any symptoms. This means that the virus can spread between people interacting at close distance - for example, talking, coughing, laughing or sneezing - even if those people don't have symptoms. Based on these finding, there is now a recommendation that everyone wear a cloth face coverings in public settings where other social distancing measures are difficult to maintain (e.g., grocery stores and pharmacies) **especially** in areas of significant community-based transmission.


It is critical to emphasize that maintaining the 6-feet social distancing and good hand washing practices remains important to slowing the spread of the virus. Health organizations are advising the use of simple cloth face coverings to help slow the transmission of the virus from people who may have the virus and do not know it to others. Making cloth face coverings from household items such as T-Shirts and bandanas is possible and these can be used as an additional, voluntary public health measure.

The cloth face coverings recommended are **not** surgical masks or N-95 respirators. N95 Masks and respirators will continue to be used for critical operations as previously communicated in policies: VI-445 (High Frequency Interaction), VI-450 (Outbreak Management Plan), VI-460 (Social Distancing) and in Executive Order; #3. The surgical masks and N-95 respirators are equipment that remains part of the critical supplies that must continue to be reserved for healthcare workers and other medical first responders. These cloth face coverings **will not** take the place of the half face/full face cartridge type respirators or the face shields for work in the Vigor facilities. Each person will still need to follow the requirements outlined in VI-32 Personal Protective Equipment when choosing the correct equipment for the work task assigned.

Expectations

Cloth face coverings should —

- Fit snugly but comfortably against the side of the face
- Be secured with ties or ear loops

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- Include multiple layers of fabric
- Allow for breathing without restriction
- Be able to be laundered and machine dried without damage or change to shape, OR
- Be thrown away at the end of the daily use

Cloth face coverings must be washed frequently (after a day of wearing) with soap and water and dried in a hot dryer if possible. Washing the face covering will eliminate the potential for spreading bacteria and virus.

You must have two (2) separate bags for your face coverings – one for the clean ones and one for the dirty ones; mark them so that you know which one is which. Keep your clean face covering in a zip lock bag to keep it clean until you need to wear it. Put the dirty ones in a separate bag and take it home and wash it following use. This will help you stay healthy.

Wearing your face covering

- Wash your hands (use the 20 seconds wash cycle) before you remove the face covering from the bag, or use an alcohol based hand sanitizer. Remove the mask from the storage bag.
- Cover mouth and nose with mask and make sure there are no gaps between your face and the mask. Tie the mask or use the elastic loops for your ears.
- Avoid touching the mask while using it; if you do, wash your hands with soap and water or alcohol-based hand sanitizer.
- Replace the mask with a clean one if it becomes damp.
- To remove the mask: remove it from behind (do not touch the front of mask); fold the mask onto itself and place it in the bag for “dirty” masks to take home to wash.
- Wash hands with soap and water or with alcohol-based hand sanitizer.

You will need to remove your mask to eat. Take off the mask as noted above, place it in the bag marked “dirty” and wash your hands. Enjoy your break/lunch. When you’re done eating, wash your hands then put a face covering back on. Wash your hands again. Head back to work.

Washing your face covering

- Using warm/hot water, wash your face covering with soap following each use. The masks can be washed with other clothing.
- Wash your hands (use the 20 seconds wash cycle) after touching the “dirty” masks.
- Dry the masks and then store them in a clean bag until use.